



## REDRESS

### Events & Admin Assistant

Located at our Sustainable Fashion Hub in the heart of Hong Kong's vibrant textile district, Sham Shui Po and reporting to the Project Director, the Events and Admin Assistant will support in the implementation of key events and administrative requirements throughout the 2026 Redress Design Award, and be an integral part of the core project team.

This role is an exciting opportunity for a driven, self-motivated person who is highly organised, resourceful and interested in fashion and sustainability.

### RESPONSIBILITIES

#### EVENTS & PRODUCTION

Provide essential support to ensure smooth delivery of the project events and key deliverables, including:

- Researching and booking international travel for finalists, judges, and colleagues for the Redress Design Award competition
- Managing project shipping logistics, both local and international
- Researching and contacting production vendors for quotations and invoices
- Managing local transportation bookings for participants during Grand Final Week
- Liaising with event and production vendors (e.g. venue, f&b) as needed
- Support ad hoc production needs for video shooting, fittings, rehearsals, etc
- Help organise office and warehouse storage and logistic requirements in relation to the Redress Design Award project requirements
- Onsite support at key project events (fashion show, photo shoot, etc)

#### ADMINISTRATIVE

Support the project management team with:

- Tracking and filing contracts, vendor quotations, participant surveys, and other project documentation
- Supporting guestlist and RSVP management for key events
- Gathering and tracking statistics against project deliverables
- Capturing meeting notes and action points
- Arranging delivery, signing, and receipt of project documents as needed
- General ad hoc administrative support

#### REQUIRED QUALIFICATIONS & EXPERIENCE:

- Undergraduate university degree (e.g., B.A. or equivalent - degree holder)
- Visa to live and work in Hong Kong

#### REQUIRED SKILLS & DESIRED PROFILE:

- Strong written and verbal Cantonese and English; Mandarin a plus
- Resourceful, ability to multi-task, thrives in a fast-paced environment
- Willing to learn and adapt on the job, energetic team player
- Google Workspace, Zoom, Word, Excel and PowerPoint skills are a must.
- Willing to work flexible hours and accommodate higher workloads during high-intensity events periods
- Experience using Clickup for project management is a plus
- Passion for fashion and environmental sustainability

TO APPLY: Interested candidates should send a CV, availability and expected salary, and a cover letter to: [HR@redress.com.hk](mailto:HR@redress.com.hk) by 27 March, 2026.



REDRESS

## **ABOUT REDRESS**

Redress is an environmental charity with a mission to prevent and transform textile waste to catalyse a circular economy and reduce fashion's water, chemical and carbon footprints. Our programmes work to change mindsets and practices to stop the creation of textile waste now and in the future, as well as creating systems and partnerships that generate and showcase value in existing waste.

Our flagship project, The Redress Design Award, is the world's leading sustainable fashion design competition and works to inspire and educate emerging fashion designers on innovating with circular design principles. The competition puts emerging sustainable design talent in the spotlight, creating a platform for the next generation of designers to cut waste out of fashion.